

## MEMORANDUM OF UNDERSTANDING (MOU) FOR COLLATERAL DUTY EEO MEDIATOR PROGRAM

This Memorandum of Understanding (MOU) documents the agreement among the parties involved with the collateral duty assignment of an EEO Mediator.

It is understood and agreed that the EEO mediator duties and responsibilities will normally involve no more than 10 percent of the incumbent's official duty time or 16 hours a month. Supervisors and managers of a collateral-duty EEO mediator are expected to provide support and time for the EEO mediator to carry out his/her obligations. The mediator has the responsibility to coordinate mediation-related activities with his/her supervisor/management official.

The EEO mediator will receive case assignments directly from the Alternative Dispute Resolution Program Manager (ADR PM), Office of Civil Rights. The ADR PM will provide feedback regarding the incumbent's performance of EEO mediator duties to the first-level supervisor for incorporation into his/her overall performance evaluation.

This MOU remains in effect for two years from the date of implementation.

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First-Level Supervisor

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Date

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Second-Level Supervisor

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Date

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Employee, EEO Mediator

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Date

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ADR PM, Office of Civil Rights

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Date